

Questions and Responses



Family Service Centers

Q1. Is it possible to get a budget application form in EXCEL rather than WORD?

R1. No, because the word format seems to be more user friendly for the vendors completing the proposal.

Q2. Are we submitting three budgets? One for each fiscal year?

R2. Yes.

Q3. Can you please confirm that we should follow the format for section/subsection headings and numbering in *Section 4*?

We noticed discrepancies between the section/subsection headings and numbering format of *Section 4 Proposal Format and Instructions* and those in *Section 6: Evaluation Criteria*. On the chart on p. 26 in *Section 6*, under Method of Providing Services, the RFP section numbers and/or category headings for items C-H do not match the RFP section numbers and/or category headings on p. 22 and 23 in *Section 4*. For example, in *Section 6: Evaluation Criteria* on the chart on p. 26, item C. *County to be Served* is listed as RFP Section 4.2.5.3.3, however, in *Section 4*, on p.22, RFP section 4.2.5.3.3 is titled *Assessment of Benefits and Impact* and does not mention the county to be served. At the top of p.10 it says "Proposals must subscribe to the section/subsection headings and numbering format... as specified in *Section 4 Proposal Format and Instructions*."

R3. Yes, please see Amendment 1 on the department's website.

Q4. Will the Evaluation Criteria chart on p. 26 be revised to match the section/subsection headings and numbering format in *Section 4*?

R4. Yes, please see R3.

Q5. Section 4.2.3, Page 20

W-9 and Legal Status Letter /CP575 or Taxpayer Identification Number
I just want to clarify that 2 separate documents are required for this item in the proposal: 1) a completed W-9 Form and 2) Legal Status Letter from the IRS or completed Request for Taxpayer Identification Number form. Is that correct?

R5. Yes.